



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

*If you have request, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 155.232
L784P Lively, Lynn
The Procrastinator's Guide to Success. McGraw-Hill, 1999. *I don't know about you, but Someday is really starting to get crowded on my desk calendar.*
- 153.43
N137C Nadler, Gerald, Shozo Hibino and John Farrell
Creative Solution Finding: The Triumph of Breakthrough Thinking over Conventional Problem Solving. Prima Pub., 1999. *If your thinking is elastic you can really stretch your ideas. However, the best breakthrough thinking occurs when your random thoughts have a surface tension similar to conventional window glass.*
- 658.4095
S955B Summerall, Pat
Business Golf: The Art of Building Relationships Through Golf. Carol Pub. Gr., 1999. *How is your networking handicap?*
- 658
V222R Vance, Mike and Diane Deacon
Raise the Bar: Creative Strategies to Take Your Business and Personal Life to the Next Level. Career Pr., 1999. *Of course, if the next level is under twenty feet you could also try pole vaulting.*

COMMUNICATION

- 651.75
B661E Bly, Robert W.
The Encyclopedia of Business Letters, Fax Memos, and E-Mail. Career Pr., 1999. *So you don't commit RE: Kari.*
- 651.73
B667U Bodin, Madeline
Using the Telephone More Effectively. 2nd ed. Barron's, 1997. *Or - how to be direct, eloquent, convincing, charming and effective in those thirty seconds you get after the BEEP.*
- 658.452
D598K DiResta, Diane
Knockout Presentations: How to Deliver Your Message with Power, Punch, and Pizzazz. Chandler House Bks., 1998. *You'll really notice results if your audience has a glass jaw.*
- 658.452
P523G Pfarrer, Don
Guerrilla Persuasion: Mastering the Art of Effective and Winning Business Presentation. Houghton Mifflin, 1998. *Doesn't work if you over camouflage your arguments.*

MANAGEMENT

- 658.4
B426T Belasco, James A.
Teaching the Elephant to Dance: Empowering Change in Your Organization. Crown Pub., 1990. *If this doesn't help you change your organization, at least you'll have an added career option with the circus.*
- 658.4
C467M Chappell, Tom
Managing Upside Down: The Seven Intentions of Values-Centered Leadership. William Morrow and Co., 1999. *Once you use this method you will be surprised at how quickly things start looking up.*
- 658.4092
L4342 Conger, Jay A, Gretchen M. Spreitzer, and Edward E. Lawler
The Leader's Change Handbook: An Essential Guide to Setting Direction and Taking Action. Jossey-Bass Inc., 1999. *Unless you have one of those new fangled Policy Positioning Systems where you just wait for a satellite reading.*
- 658.314
F489R Filson, Brent
Results! Results! Results! Getting More Faster. Williamstown Pub. Co., 1998. *I don't recommend however going over 55 accomplishments per hour.*
- 658
M367F Marshall, Don R.
The Four Elements of Successful Management. AMACOM, 1999. *Apparently Select-em, Direct-em, Evaluate-em and Reward-em are the only ones that have yet been discovered.*
- 158.7
M397M Maslow, Abraham H.
Maslow on Management. John Wiley and Sons, Inc., 1998. *I would place this book about three quarters of the way up your hierarchy of needs.*
- 658
W753R Wilson, Thomas B.
Rewards that Drive High Performance. AMACOM, 1999. *Show me the incentive, show me the incentive.*

WORK ENVIRONMENT

- 133.3337
B879PB Brown, Simon
Practical Feng Shui for Business. Carroll and Brown Ltd, 1998. *If you need to get caught up on your paperwork place your out basket in a north-eastern direction and spray paint it white - trust me on this.*
- 651
E360 Eisenberg, Ronni and Kate Kelly
Organize Your Office: Simple Routines for Managing Your Workspace. Hyperion, 1998. *My favorite method for clearing my desktop workspace - and one which I employ quite often - involves the broad sweeping motion of both arms in opposite directions.*
- 650.1
G512A Giovagnoli, Melissa
Angels in the Workplace: Stories and Inspirations for Creating a New World of Work. Jossey-Bass, 1999. *Next time you see an unexpected glow over someone's head you might suspect halo rather than some other light diffraction phenomenon, especially if your co-worker seems too nice. Now as far as wings go - well that's another matter.*
- 155.9042
G739M Graham, Helen
Making Stress Work for You. The Crossing Pr., 1998. *Maybe I can contract out my backache.*
- 294.3444
R532W Richmond, Lewis
Work as a Spiritual Practice: A Practical Buddhist Approach to Inner Growth and Satisfaction on the Job. Broadway Bks., 1999. *As far as I know, the only mantra currently being used at work is TGIF.*